



Date Adopted: 09/09/1985

Date Revised: 02/06/2001

Title: Clerk-Typist

FLSA: Non-Exempt, Part-Time

General Purpose:

Under direct supervision an entry level position which performs clerical functions including typing, filing, photocopying, telephones, and general office work.

Essential Duties and Responsibilities:

Files documents and reports; types correspondence and other material; answers telephones and takes messages or directs the call to the appropriate department; performs some functions traditionally found in a mail room; operates photocopying machine; completes the copying and collating of various documents; operates booklet binding machine; posts public notices; and other duties as required.

Minimum Qualifications:

Knowledge of:

Modern office practices and procedures.

Alphabetical and numeric filing systems.

Proper correspondence format.

Business English, punctuation and spelling.

Ability To:

Type 45 words per minute.

Follow instructions.

Learn new skills.

Complete assignments in an orderly fashion.

Exercise courtesy and tact in meeting or talking with the public.

Physical Standards:

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to, sit at desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. While performing duties, the employee is regularly required to use written and oral communication skills; know laws, regulations and codes; remember personnel rules, legal and code requirements; and explain and interpret codes, policies and procedures; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Training and Experience:

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Completion of at least the 10th grade with course work in typing, business, or other related courses.

Experience: Work experience is not required but desirable.

Licenses; Certificates; Special Requirements:

Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.